

BOARD OF REALTY REGULATION CE TOPIC LIST

All real estate licensees, including property managers, are required to complete 12 hours of continuing education every year. Four of those hours must be from the Mandatory Topics list with the remaining 8 hours coming from either the Mandatory or Elective Topics lists. All continuing education must be completed annually prior to October 31.

Per ARM 24.210.829, beginning November 1, 2007, new property management licensees are required to complete 12 hours of new licensee mandatory continuing education by the second renewal date as set by ARM 24.101.413 following their original license issue date. Six of those hours must consist of:

- (a) two hours of trust accounts;
- (b) two hours of leasing principles; and
- (c) two hours of state law update.

Please note all distance education courses must be ARELLO approved.

Mandatory Topics:

Agency

Proper Procedures for the Practice of Designated Agency

Americans with Disability Act

Anti-trust

Brokerage Management

Case Studies in Montana Court Decisions re/real estate issues

Case Studies in complaints against real estate licensees

Conservation Easements

Consumer Tax Issues (including 1031 Exchanges)

Contract law

Data Security/Privacy

Environmental Issues: i.e. but not limited to:

Radon

Weeds

Mold

Water

Asbestos

Lead Based Paint

Air

Methamphetamine

Green Ecology

Ethics and Standards of Practice

Fair Housing

Finance

Forms

Fractional Interest Ownership

Identity Theft

Internet Advertising Federal and State Laws

Land Use Planning, Subdivision Planning, Zoning, Ordinances, Water Law, Land Descriptions

Landlord/Tenant Law

Legal Update (New Issues in Federal or State Regulations & Rules and/or Interpretations)

Misrepresentation

Montana Licensing Laws and Rules

Multi-Family Condominium & Townhouse Development Financing

Property Management Related Topics

Real estate law

Regulation Z

Title Insurance

Trust Accounts

Elective Topics

Accounting
Agriculture Issues
Conservation Issues
Construction and Land Development
 Multi-Family Condominium & Townhouse Development Financing
Economic Conditions & Issues
Energy Conservation
Escrow, Closing and Settlement Procedures
Financial Strategies/Creative Financing
How Government/Community Works
Investment Properties
Mediation/Arbitration/Negotiation
New Home Construction
Property Inspection
Property Valuation
Real Estate Issues and the Legislative Process
Real Estate Technology* (see expanded definition of Real Estate Technology, below)
Real Estate Trends in Montana and/or the USA
Safety for Real Estate Licensees and Consumers
Working with Out-Of-State Clients, Foreign Buyers and Sellers

***Real Estate Technology**

In order for a technology course to be approved for real estate continuing education in Montana, the course must (1) be taught by a Montana approved instructor, (2) be beneficial to, and in some aspect, protective of consumers – buyers or sellers – and, (3) address one of the topics approved by the Board for continuing education rather than just demonstrate the mechanics of how the technology functions.

Clearly, there are some basic technology skills that are necessary in today's world in order to practice real estate in the way that consumers expect and require. In recognition of this need, the Board may choose to approve technology courses that provide the attendee with those necessary skills. Most courses will not be approved for hour-for-hour credit. Examples of such courses:

Basic and advanced E-mail
Creating and sending pdf files
Creating and sending photo images
Electronic signatures
Website requirements
Sending documents on-line
Technology advances

In no case, however, will the Board approve a course whose primary function is to teach the licensee how to enhance or expand their real estate business through client contact, prospecting, self-promotion, etc. Courses which require the use of a particular brand of software in order for the instruction to be effective, or use software that must be purchased by the licensee will not be approved.